

## **COMMUNITY MANAGER – JOB DESCRIPTION**

The Property Manager is responsible for the overall management of the property. The Property Manager receives general supervision and direction from the Executive Property Manager and other executives from Community Realty Management. The Property Manager will comply with established policies and procedures and not take action contrary to such guidelines without approval from the Executive Property Manager. His/her duties include, but are not limited to the following:

1. Supervises and trains all personnel including hiring and firing according to the established policies of Community Realty Management
2. Supervises the applicant screening process and resident orientation according to established policies of Community Realty Management
4. Responsible for maintaining occupancy percentages at the highest rate possible at all times in accordance with the Affirmative Fair Housing Marketing Plan and policies of Community Realty Management.
5. Oversee the timeliness of all collections, including rent, damages, late fees, legal and other approved charges and following through with legal proceedings for non-payment according to State and local guidelines
6. Oversee the timeliness of all maintenance schedules including emergency calls, corrective work orders, preventive maintenance, turnovers, annual unit inspections, lighting audits, extermination inspections, common area cleaning, and routine policing of the grounds
7. Oversee property inspections scheduled by outside agencies such as LIHTC reviews and inspections and any inspections conducted by the municipalities.
8. Responsible for obtaining bids on contract work and submitting all required documentation to the Executive Property Manager in accordance with Community Realty Management's Contract Service Manual

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9. Responsible for all purchasing & bill paying and submission of all required documentation to the Financial Assistant and Executive Property Manager in accordance to Community Realty Management's policies.
10. Responsible for maintaining and updating required maintenance logs for the property such as apartment inventory, painting log and supply and equipment log
11. Responsible for maintaining compliance and following guidelines in the state's tax credit manual, Community Realty Management's Occupancy and Procedures Manual and Tax Credit Manual and in all areas including but not limited to recertifications, waiting list, resident selection plan, lease enforcement, etc.
12. Evaluate all site personnel on an annual or need-be basis including salary reviews
13. Responsible for all timely reporting to Community Realty Management as required.
14. Responsible for assisting Executive Property Manager with annual budgeting requirements
15. Responsible for assisting Executive Property Manager with rent increase requirements and submissions
16. Create the annual Operating and Business Plan accordance to the requirements of the Executive Property Manager
17. Responsible for maintaining site's petty cash
18. Represent the owner in any legal proceedings related to the property

19. Implement and enforce the Drug Free Housing Policy and Drug Free Work Place Policy
20. Provide and continue to improve the quality of services that residents receive through regular contact with outside agencies and an onsite presence.
21. Have scheduled activities that enhance the living environment, increase socialization and interaction among residents and promote independence and self-sufficiency
22. Coordinate outings and special events for residents
23. Knowledge of area resources and programs available to residents, including transportation, health services, and recreational activities
24. Responsible for maintaining compliance in accordance with Section 42 of the IRS Code for Low Income Housing Tax Credits (LIHTC). This will include, but not limited to, recertifications, tax credit calculations, income limits, maximum rents, vacancy rule, student rule, tax credit files, 140% rule, etc.
25. Oversee and supervise staff in tax credit regulations according to the state housing agency and polices and procedures set forth by the Vice President, Occupancy and Compliance.
26. Implement and maintain the property's Emergency Procedures Manual including the scheduling of at least two emergency activity drills per year with residents and staff
27. Responsible for completing assignments requested from any executive of Community Realty Management or the property owner

I have read and understand the responsibilities of my job description as the Property Manager.

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Employee Signature

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Date